



U.S. MISSION TO ITALY - OFFICE OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06 – 36

OPEN TO:
(See definitions
on last page)

- 1. Appointment Eligible Family Members (AEFMs) – All Agencies**
- 2. Current U.S. Citizen and Foreign National Employees – All Agencies**
(Ordinarily Resident and Not Ordinarily Resident)
- 3. U.S. Citizens and Foreign Nationals**
(Ordinarily Resident and Not Ordinarily Resident)

POSITION:

IRC RESEARCHER AND OUTREACH COORDINATOR
Public Affairs Office
American Embassy, Rome
FSN-8: FP-6*

OPENING DATE: October 11, 2006

CLOSING DATE: November 1, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY:

***Not Ordinarily Resident: \$ 35,265 gross p.a. (Starting salary)**
(Position Grade: FP-6 to be confirmed by Washington)

***Ordinarily Resident: Euro 34,607 gross p.a. (Starting salary)**
(Position Grade: FSN-8)

NOTE: With the exception of Appointment Eligible Family Members, all other categories must have the required work and residency permits before being able to apply for local positions in Italy.

The American Embassy in Rome is seeking candidates for a position of **IRC Researcher and Outreach Coordinator** in the **Public Affairs Office**, available immediately.

BASIC FUNCTIONS AND MAJOR DUTIES OF THE POSITION

Under the supervision of the Information Resource Center Director and the general coordination of the IRC Senior Researcher, the incumbent performs the following duties:

- By researching a wide range of electronic and traditional resources, responds to inquiries for in-depth information from the target audience, to include parliamentarians, academics, senior ministry officials, policy makers, the media, researchers, and from Public Affairs, Mission staff from the three consulates and two other U.S. Missions served by Rome IRC. Also provides research guidance to contacts, identifying and explaining appropriate research tools for different policy issues.
- Designs and performs outreach programs and services in support of the Mission Program Plan. Thus organizes related meetings and prepares appropriate reports.
- Maintains extensive professional contact with the IRC community in Europe and beyond as well as with high-level target audience members and institutions to develop common products and to adapt suitable programs and services for local use.

- Is responsible for developing and maintaining programs granting effective access to IRC resources by selected researchers from universities, think-tanks and other institutions.
- Develops, coordinates, and maintains an extensive set of information resources on U.S. Culture and Education to be used in several IRC and PA outreach activities.
- Develops a plan to increase available materials on the Mission website.
- Develops and presents specific content to be used in IRC-organized workshops for training of specialized target audience groups.

QUALIFICATIONS REQUIRED

NOTE: *All applicants are instructed to address the selection criteria detailed below with specific and comprehensive information supporting each criterion. Language, Abilities and Skills may be tested during the selection process.*

Education:	University degree in information science, library science, political science, international affairs, social sciences or humanities.
Prior work Experience:	Three years of progressively responsible experience in the field of library or information research, involving experience in traditional research and reference services and in the use of emerging technologies and electronic resources.
Language:	English requirement: Level IV (fluent), both spoken and written. Italian requirement: Level IV (fluent), both spoken and written.
Knowledge:	Extensive knowledge of U.S. reference and resource materials as well as of current trends and developments in American and Italian information science and technology. Knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures. In-depth knowledge of Italian and U.S. foreign affairs policies, legislative and other domestic issues of relevance.
Abilities and Skills:	Strong interpersonal and cross-cultural skills and excellent service orientation to target audience. Ability to carry out reference searches and respond rapidly to complex requests as well as to prioritize work schedule and incoming requests; to work effectively with American and foreign national staffs; to independently plan, organize and carry out assigned responsibilities using electronic based technologies; to maintain contact with target audience members. Excellent written and oral communication skills.

SELECTION PROCESS

It is essential that all candidates address the required qualifications above in the application. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Applicants must be eligible for employment under host government laws and regulations.
3. Current employees serving a probationary period are not eligible to apply.
4. Appointment Eligible Family Members (AEFMs) who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Management may decide to hire at a trainee level a selected candidate who meets the requirements as advertised.

TO APPLY

All interested candidates must submit the following application package. **Unless otherwise specified, the application language is English.**

- A cover letter indicating the job title/number and highlighting the particular qualifications for the position as advertised.
- A current detailed resume which provides the following additional information as appropriate:
 - For all - Indication of nationality (also dual nationalities) and address of residence.
 - For all non-Italian citizens - Evidence of authorization to work in Italy (**a copy of the *permesso di soggiorno* must be attached**).
 - For U.S. citizens - Social Security Number
- U.S. Veterans **claiming preference must clearly indicate this in their cover letter and must provide a copy of Form DD-214** (Certificate of Release or Discharge from Active Duty) with their application.
- **Please note that supporting documents showing evidence of the information given in the application may be requested at a later stage.**

Application packages that are inadequate or incomplete will not be considered.

N.B. Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

MAIL APPLICATION TO

Embassy of the USA
Office of Human Resources/Attn. Recruitment
Via Veneto 119/A
00187 Rome, Italy
FAX: (06) 4674-2649

Please note that the Mission does not accept applications by hand, by e-mail or courier service.

Applications can be sent either via fax or regular/priority mail.

We are sorry but we cannot acknowledge receipt of faxes.

No applications will be accepted after the deadline.

Closing date for this position is: November 1, 2006

An Equal Opportunity Employer

The US Missions in Italy provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Only applications received in the Office of Human Resources by the closing date of this job notice will be considered and only shortlisted candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Italy as a potential employer.	<i>Solo le domande ricevute nell'Ufficio Risorse Umane entro la chiusura di questo bando verranno considerate e solo i partecipanti inseriti nella rosa dei candidati più qualificati verranno contattati. A tutti esprimiamo il nostro apprezzamento per l'interesse mostrato in un impiego presso il Governo degli Stati Uniti in Italia.</i>
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DEFINITIONS

Appointment Eligible Family Member (AEFM): A type of Eligible Family Member that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.